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With new Drinking Water  
"Vouchers Accepted"  
Indicator

# Water & Wastewater Digest

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## Drinking Water Voucher Update

By this time, eligible water systems should have received their voucher packet from the Missouri Department of Natural Resources. The operator certification unit has received many questions from water systems as they begin to use the vouchers. Some important information about how to use vouchers is listed below.

1. Remember that voucher forms *must* be filled out ***in pencil***. They will not scan properly if filled out in pen. This will prolong our processing and might delay payment.

2. When using a voucher to pay for examinations or certificate renewals, be sure to check the box on the exam or renewal application marked "Check or Money Order" and write "Voucher" next to it. This

will aid our processing of the voucher and application.

3. Before using a voucher to pay for a training course, remember to make sure that the trainer can accept vouchers as payment for that course. Training listed with "Vouchers Accepted" on the operator certification Web site or in the *Water & Wastewater Digest* can accept vouchers.

### Regarding Conferences, Please Note:

1. Many operators have asked how to use a voucher to pay for an approved conference. The following are some reminders on how to use a voucher for this purpose:

2. For conferences only, in is not necessary to fill out the evaluation

portion of the voucher form (13 questions at the end of Part 3). However, the course number, driving distance and question about whether the voucher helped you attend the conference must be completed. All of Part 3 must be filled out if the voucher is used for regular classroom training.

3. Vouchers will cover the costs of the training portion of the conference only. Vouchers will not cover "extras" such as memberships, banquets, meals, tours or any other extra event. Please remember that vouchers were provided through a federal grant with the purpose of helping operators of small water systems receive training. Therefore, we can only allow vouchers to be used to pay for time that is spent obtaining renewal credit hours towards certification.

Contact the conference's sponsor if questions arise concerning voucher use.

### DEPARTMENT OF NATURAL RESOURCES OPERATOR CERTIFICATION AND TRAINING UNIT 2004 EXAMINATION SCHEDULE

Examination	Location	Application Deadline
November 2	Northeast Regional Office, Macon	October 2
November 2	Kansas City Regional Office, Lee's Summit	October 2
November 2	Conference Center, Jefferson City	October 2
December 6	Dept. Of Conservation, Powder Valley Nature Center, St. Louis	November 6
December 7	Conference Center, Jefferson City	November 7